

21 January 1955

MEMORANDUM FOR: Staff and Division Chiefs, Office of Personnel

SUBJECT: Briefing of Survey Task Force

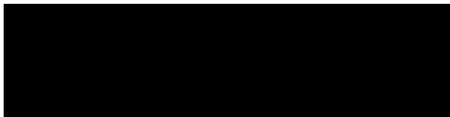
1. The Survey Task Force is scheduled to visit the Office of Personnel for three days beginning 31 January 1955. The purpose of this visit is to brief the Task Force concerning the Agency's personnel program and the methods, operations and objectives of the Office of Personnel.

2. Formal briefing sessions, to be held in the Assistant Director for Personnel's Conference Room, will be conducted personally by each Staff and Division Chief concerning the functions under his jurisdiction. In addition, the Task Force will be invited to visit each Staff and Division for an on-the-spot briefing and inspection.

3. Briefing sessions will be prepared which will inform the Task Force concerning all activities of the Office of Personnel. They must cover the following points:

- a. What does the Staff or Division do?
- b. What are its qualifications or capabilities for doing it?
- c. How does it do it?

4. A tentative briefing schedule, subject to revision after discussion with the Task Force members, is attached for your information.


Deputy Assistant Director
for Personnel

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Attachment

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SCHEDULE FOR SURVEY TASK FORCE

OFFICE OF PERSONNEL

Time	31 January	1 February	2 February
9:00	OAD/P	ESD	SCAPS
9:30	OAD/P	ESD	SCAPS
10:00	OAD/P	PPD	MPD
10:30	PRD	PPD	MPD
11:00	PUD	CWD	CSS
11:30	PUD	CWD	PAS
1:30			
2:00			
2:30			
3:00			
3:30			
4:00			

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7:21 Run
2:00 PM

Run 28th

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